REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL OR DESTRUCTION

DISPOSAL REQUEST NUMBER: FROM:

PHONE: ADDRESS:

TO: Montana Local Government Records Committee ◆ c/o Local Government Services Bureau Montana Department of Administration ◆ P.O. Box 200547 ◆ Helena, MT 59620-0547

Montana Department of Administration ◆ P.O. Box 200547 ◆						ena	, IVI 1 5	9620-	0547
Schedule #		DESCRIPTION OF RECORDS	INCLUSIVE DATES		Confidential	10 Year Rule	DISPOSE		
Jedi	Item #	(include case # or other identifying info)			nfide	Year			
Sch	lter		From	То	S	10,	Yes	No	COMMENTS
6	123	EXAMPLE: Sealed Civil Files #23-234	1/2/1907	12/30/1922	×	X	X		Microfilmed
	456	EXAMPLE: Cemetery Records - Full	6/1/1911	11/1/1937				X	Permanent Record
	ł	EXAMPLE: Commission Minutes	1/1/1919	1/30/1929		X	X		Transfer, Museum, etc.
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CONFIDENTIAL

The local entity must determine if records are confidential or private and mark accordingly.

* 10 YEAR RULE

Public records more than ten (10) years old approved for destruction may not be destroyed for at least 180 days after this date: , 20

Authorization is granted on the express condition that all the fiscal records involved have been audited and the audit approved, or such records are not required for future audit, and that all of the records listed have ceased to have sufficient value to warrant future retention and that any PUBLIC RECORDS that are ten (10) years old or older have been first offered to the Montana Historical Society, the State Archives, Montana public and private universities and colleges, local historical museums, local historical societies, Montana genealogical groups and the general public.

Signatures are required before mailing for approval.

ORDERED BY:			RECORDS APPROVED BY:		
Governing Body	- Date	Phone	Local Government Services Committee Member	Date	
Records Custodian	- Date	Phone	Montana Historical Society Committee Member	Date	
Records Custodian	- Date	Phone	Records & Information Management Committee Member	Date	
	ansferred	or retaine	use only) ed records as designated by the Local Governments column, above, the entity to which the records		
Signature	-		Title	Date	